

**PORT OF MONROE & CITY OF MONROE
JOB DESCRIPTION**

Economic Development Director

Supervised by: Port of Monroe Commission and Monroe City Manager

Supervises: Project consultants and contractors, and others as assigned

Position Summary:

Under the supervision of the Port of Monroe and the City Manager, plans and implements the Port's and City's Economic Development Program. This position will be responsible for developing and implementing strategies to increase the number of new businesses and industries in the City of Monroe, along with working with existing Monroe business and industries to expand or remain in the City of Monroe.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops and administers policies and programs that encourage the attraction, retention, expansion and rehabilitation of commercial and industrial businesses and promotes the appropriate reuse of underutilized, obsolete, or abandoned properties.
2. Creates long-term plans; guides the implementation of plans and projects through the regulatory processes; and manages budgeting and auditing processes related to economic development.
3. Represents the Monroe Port Commission, the City and the Monroe Brownfield Redevelopment Authority, when authorized, at various national, state and local meetings related to economic development.
4. Regularly interacts and works closely with the Monroe Downtown Development Authority, Monroe County Industrial Development Corporation, Monroe County Chamber of Commerce and other agencies and individuals involved with development, redevelopment and business attraction and retention initiatives.
5. Acts as facilitator with local businesses and developers as they interact with state and local regulatory agencies in conjunction with the Port Commission and the City.
6. Responsible for understanding and creating information regarding the demographic profile and available resources to the City of Monroe, County of Monroe and State levels to assist businesses and industries.
7. Prepares the annual departmental budget, administers fiscal policy, and oversees financial activities.
8. Identifies and pursues grant and other development financing tools, and administers their use and implementation.

9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Economic Development.
10. Has regularly scheduled interaction with the Monroe City Council, City Manager and other appropriate City Staff.
11. Responsible for compiling month and/or quarterly activity reports and as requested.
12. Involved with various aspects in the oversight, planning, development, and promotion of the Custer Airport, Port of Monroe properties and facilities and the 1813 River Raisin Battlefield site.
13. Any and all additional duties as assigned by the Monroe Port Commission, the City and the Monroe Brownfield redevelopment Authority.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in Business Administration, Public Administration or Urban Planning or related field. Training or experience in Economic Development is preferred.
- Five years of progressive experience in business or industrial development planning or equivalent experience in a related field.
- Thorough knowledge of the principles of business and economic development.
- Thorough knowledge of and experience with Michigan's economic development tools, including incentive programs, funding sources, and grant application procedures.
- Knowledge of intermodal transportation and opportunities related to the Port of Monroe lake shipping, Custer Airport, local rail service, and the State and Interstate Highway Systems is preferred
- Ability to balance aggressive, proactive and facilitative economic development approach with sensitivity to broader community planning and development principles.
- Ability to work effectively with representatives from all levels of government in the development of attractive incentives for the developer, acquisition of funds and the implementation and monitoring of programs.
- Skilled in business solicitation, industrial promotion and public relations.
- Ability to take initiative to complete duties of the position without the need of daily direct supervision.

- Thorough knowledge and the ability to interpret laws, ordinances and related legislation.
- Ability to research national and regional economic information, trends and events and to analyze this information and use it to develop more effective economic development strategies and policies.
- Considerable knowledge of the functions and inter-relationships of City and other government agencies.
- Ability to establish and maintain effective relationships and communications with personnel of other departments, professionals, business and industry leaders, news media and members of the public through contact and cooperation.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to compile, organize and utilize various financial information necessary in the preparation of department budget, and knowledge to prepare and monitor the budget.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make formal presentations in a public setting.
- Ability to work effectively under stress and with changes in work priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone. The employee is frequently required to be mobile in an office setting as well as travel to other locations.

While performing the duties of this job, the employee regularly works in a controlled, fast-paced office setting, but occasionally visits other operational areas at which time the employee may be exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office and may be moderate in the field.